

DOE, DOS, DIA & NSA review(s) completed.

19 April 1968

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : NSA, DIA, State, and AEC Records Storage

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NSA

1. [redacted] NSA - Records Management Officer - Fort Meade
Phone Code/Extension - 188/7840

a. The NSA final Suitland agreement memo was sent to Mr. Angel at National Archives last week. NSA has no records in Suitland as yet. The agreement will be for three years with an annual extension negotiation possible thereafter. The NSA plan to include magnetic tape in the NSA compartment at Suitland caused an extended delay with the Fire Warden regarding special shelf arrangements in the Vault.

b. NSA has its own Records Center in the area of Fort Holabird, Baltimore. It is nearly full. They hope to gain more space there when a unit moves out in a year or two. They also have a records holding area in the NSA Headquarters Building. NSA does not store its office records in GSA Records Centers. But the NSA personnel folders are retired to the Military and Civilian personnel Records Centers in St. Louis, Missouri, operated by GSA.

c. NSA Logistics Section continually reviews the plans for possible construction of an NSA Records Center, but they have no firm action planned within the next five years.

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2. [redacted] DIA - Records Management Officer
Old Post Office Building - 11/68838

a. The DIA uses the GSA Records Centers for all of its inactive records. The personnel files are sent to St. Louis and other records to Suitland. They include all types of classified material in their deposits to the GSA Records Centers and receive signed receipts on each classified deposit. The term "code word material" is not quite clear to them, but they know of no material that is excluded from deposit in GSA Records Centers.

3. Colonel S. J. Pomrenze - DOD/AGO - Records Management Staff
Pentagon - 11/70811

a. Several years ago the Department of Defense turned over to GSA all of its Records Center Buildings, their contents, and their operation. DOD still operates a Center for movies, photos, and maps, but is phasing out these operations, too. He agrees with this

policy in State and DOD but feels a CIA report in a DOD file in a GSA Center is not as sensitive as CIA files in a GSA Center. But he also says the policy is Security's to make, not Records Management's.

4. Mr. Don Simmons - State - Records Management Officer - State Department Building - 182/2200

a. The Department of State stores all its inactive records in the GSA Records Centers. In the past month the State Department Office of Security approved their use of the Suitland Center for TOP SECRET material. Mr. Simmons stated these deposits include Foreign Policy records and de-coded messages but he is uncertain of the term "code word material" or if any have been incorporated with TS deposits.

b. The Secretary of State has his material in a Vault in the Headquarters Building, but this is full and they are now moving one hundred boxes from it to Suitland. The State Office of Security specifically approved the move. They feel the GSA people are cleared to handle any of their material by individual item and the boxes need not be handled on a sealed basis.

5. Mr. Joseph Gorman - AEC - Records Management Officer - Germantown 119/5221 - Extension 244

a. In 1964 the Atomic Energy Commission decided to put some of its unclassified inactive records in the GSA Federal Records Centers. Prior to that AEC operated many government owned contract operated (GOCO) Records Centers throughout the United States. Since 1964 the AEC has had its Security Office inspect the GSA operations and now deposits material up through Secret in GSA Centers across the United States. Since August 1967 Secret AEC material is deposited and retrieved in sealed boxes at Suitland. Confidential and less is serviced by document when necessary. No "Restricted Data" or Weapons Data has been deposited there as yet, but they feel it is only a matter of time.

b. The various AEC buildings have unmanned records staging areas with sections allocated for each major office. Old records may be held there for up to five years. Other records are moved from there to the GSA Centers about twice a year, in shipments of several hundred boxes. The Germantown headquarters has a staging area for 5,000 feet of records. Their Deposit Controls and Schedules are similar to ours, but we service the stored records, while AEC service themselves in the staging areas. An AEC courier travels between Germantown and Suitland, but this is expensive and they are considering using the GSA inter-Agency courier system.

c. The Agency Security officials should contact AEC Security and re-examine the Agency policy of maintaining our own Records Center operation for all Agency records. The following AEC security officers are most knowledgeable of the Records Storage Project at AEC:

Mr. Robert Tharp (119/5108)
Deputy Director of Security
(Very familiar with GSA Centers across the U. S.)

Mr. Edward J. Brosnan (119/4031)
Inspected Suitland operations

Mr. Jefferson B. Cohen (119/5181)
Now working on AEC Weapons Data

d. The Defense Atomic Support Agency stores its Top Secret material at Suitland and this was a factor in the AEC decision. AEC now stores its Personnel Security Investigation folders at Suitland. The National Archives recently surveyed its Physical Security at all Records Centers and found only New York and Chicago in need of strengthening.

6. At present the Agency records activity from the Center would be at 500 boxes per day which would be a large Logistical operation. With a Staging Area this activity could be reduced. But our main consideration will be CI Staff and O/Security. The reaction of USIB may be a factor.




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Chief
Records Administration Branch

DDS/SSS/RAB:  :bjw (19 Apr 1968)

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